



'BE THE BEST YOU CAN BE!'

# SCHOOL TRANSITION LINKS Policy

Lead person responsible:

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Please note that the version of this document contained within the **Policy Folder on our school network** is the only version that is maintained.

Any printed copies or PDF versions should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.

## **Introduction**

Roe Green Junior School offers a broad and balanced education to 480 mixed ability girls and boys. There are four parallel classes of 30 children in each of the 4 years.

This document is intended to show the importance of making links throughout a child's school career. The links that must be made are between:

- Home and School
- Infants and Juniors
- Junior School and Secondary School
- School and the Community
- School and the Environment

There have been several studies made into this crucial element of a child's education. They may be used as reference points, as we consider our progress so far and identify areas for future development. The results of these studies can be found as appendices to this document.

## **Links between home and school**

A child's education does not just take place in school. For children to reach their full potential, it is vital that we involve the family as much as possible, and establish a working partnership with parents and carers.

During the child's time at Roe Green Junior School, links with home are constantly being forged through:

- Year group newsletters and letters sent regularly to keep parents/carers updated on school events
- Parents Evenings – held twice a year. This is a chance for parents/carers to come and see their children's work and discuss progress with the class teachers
- A Homework planner, to be signed by parents each week and act as a further form of communication about the work their children are doing in school
- Curriculum evening. As part of our annual curriculum fortnight in June, where the school devotes time to a specific subject, we invite parents/carers to join us celebrate the children's work.
- SATs evening, when parents have an opportunity to see past SAT papers and to learn about the process, dates and times.
- Secondary Transfer Evening, when year 6 parents are invited to meet teachers from Roe Green Junior School to discuss the process of changing from primary to secondary school.

- New Parents' Meeting - held in July for the parents of new Year 3 pupils about to enter the Junior School.
- Sports Day, when parents are invited to watch and take part.
- Roe Green's Got Talent, our annual evening showcasing the performance skills of children across the school.
- Winter Concert, which can involve up to half the school, acting or singing, and is watched and enjoyed by hundreds of parents.
- Educational visits for classes, connected to a part of the curriculum being studied.
- An open door policy whereby parents can feel free to make appointments and meet with members of staff.
- Meeting the needs of some parents who speak other languages, but have little knowledge of English. For these parents we try to provide help from interpreters.
- A policy of recognising, respecting and honouring the different languages, cultures and religions from which our children come. We celebrate Christmas, Diwali, the Chinese New Year and Eid, when parents are invited to our special assemblies. We also celebrate other significant and important events through the school year.
- Our clear and well-maintained equality policy, which underpins all we do.

### **Links between Infant and Junior schools**

Being in the same building makes for ease of communication between the Junior and Infant schools, particularly regarding the transfer of year 2 Infants to year 3 Juniors.

Year 2 assessment information is passed to Year 3 class teachers. This helps form a picture of each child's ability and progress at that point.

The year 3 teachers will meet with year 2 teachers to discuss each child and their progress at school. Any significant educational needs are also addressed at this time.

In July, parents of children about to transfer from Infant to Junior school are invited to a meeting with the Junior Head teacher and Year 3 teachers. As part of this evening, parents are invited to meet their child's Year 3 teacher in their new classroom to help alleviate any concerns.

Year 3 teachers also lead a lesson in the Year 2 classroom as a means of introduction to the children.

Towards the end of the academic year, when all classes meet their new teacher, Year 2 children also come upstairs and spend an hour with their Year 3 teacher in their new classroom.

There are several other links that exist, aimed at making the transition from Infants to Juniors less of an unknown journey. Infant children come to the Junior school to watch the Winter concert. Year 3 children watch the Year 2 Nativity and they are also invited to attend the Year 2 Summer Production.

### **Links between Junior and Secondary school**

The majority of our children go on to Kingsbury High School, and they represent two fifths of Kingsbury's new intake. The need for strong links between us is therefore very strong.

In October of each year parents of Year 6 children are invited to attend a meeting outlining the process of transfer from Primary to Secondary school. Guidance booklets are handed out and Year 6 staff are present along with the Head teacher to help answer questions and concerns. (Further information can be found in our Year 6 – 7 Transition policy)

Kingsbury High School and other local schools hold Open Evenings for prospective new students during the Autumn term.

For much of the year we operate Maths sets. This is a way for pupils to be taught by other teachers and relate to them. This is important, as once they reach Secondary School, children will be expected to work with a variety of different teachers. When we set the children in Maths, we give them the experience of working with children of like ability and whom they do not usually meet. Groups are reviewed regularly and children moved from group to group where necessary.

Homework is set for up to an hour each evening, increasing where and when necessary. This fits in with and leads up to what the children will experience at Secondary School.

We also issue parents with a list of skills that we hope each child will have acquired. This is included in appendix 1.

A whole-day visit is arranged in July for Year 6 to make a tour of the Kingsbury High Lower School building, and join year 7 classes.

### **Links between Junior school, the Community and the Environment**

The school is situated in a particularly rich environment, being in Northwest London. We take full advantage of what London has to offer in the way of museums and other educational opportunities. We are also near to the countryside and other places of interest, such as Hampton Court and Kew Gardens.

We recognise how important it is for our children to be educated as citizens of their area and of the world, to feel part of it, and to learn as much about it as we can help them to know.

To this end, we have made visits to and from the school an essential part of the programme of learning we offer to children.

Each year, a number of visits occur, either of people coming to the school or of children going out into the community. Visitors to the school include:

- Governors visiting the school
- Visitors for assemblies
- Visitors during Curriculum Fortnight
- Guests presenting information about various charities
- Visiting foreign educationalists
- Cycling trainers
- British Transport Police
- Dental hygienists
- Parents to accompany classes on outings
- Volunteers to help with the library
- Organisers of the Book Fair
- Community Police officers
- Fitness trainers
- Student teachers
- Parents and guests for concerts

### **Initiatives outside of school**

Children and teachers leave the school premises to:

- Visit the local library
- Take part in events organised by Kingsbury High School
- Take part in music and sports events
- Take part in workshops at City Hall (Year 5)
- Take part in the TfL junior citizenship programme (Year 6)
- Take part in "Theatre of Law" at the Royal Courts of Justice (Year 6)

As a school we are always looking for initiatives and ideas to build links and further our relations with the local community.

## **APPENDIX – Towards Survival in Secondary Education**

Skills needed on transfer from Junior to Secondary School, in order to survive and prosper:

- To be prepared to accept a more distant relationship with several teachers rather than a closer relationship with one or two.
- To be prepared to be separated from close friends, and to make new friendships.
- To be able to accept a complete change of status within the school - from being the oldest to being the youngest.
- To be able to remember people's names and find your way around a large area.
- To be able to speak up for yourself in a polite way.
- To be able to invite a conversation with unfamiliar (but approved) adults in an academic situation (e.g. librarian or school visitor).
- To feel happy and confident with other children.
- To understand, and be able to cope with, a more rigid timetable.
- To understand the need for punctuality.
- To know about and be able to read and discuss local and daily papers.
- To be able to use the library alone.
- To be able to work, unsupervised, for at least an hour (both at home and at school), and to achieve worthwhile results.
- To discipline oneself into completing and handing in homework on time.
- To see that all belongings are clearly marked and take full responsibility for them.
- To be prepared to take part in different outdoor games and to use special equipment in a responsible manner.
- To be aware of personal hygiene.
- To be able to carry a large amount of equipment (books, PE kits etc.) around all day without forgetting or losing it.
- To know the local area (roads, streets, shops) by name
- To have respect for the surroundings and for all those who work in them.
- To be willing to help others.
- To go to bed at a sensible time.
- To have a nutritious breakfast before leaving the house in the morning.
- To have the ability to recognise dangers and to avoid them (e.g. drugs, cigarettes, strangers, roads, railways etc.)
- To be able to call for help in an emergency.